

**Army Nurse Corps
Long Term Health Education and Training Guidelines
for the
Civilian and Reserve Component Officer Applicant**



Academic Year 2008

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Before You Begin:

This version of the academic year 2008 guidelines is tailored for the *civilian applicant and Reserve Component officer* applying for long term health education and training. If you are an active duty Army Nurse Corps officer, please refer to the guidelines for the *Active Duty Army Nurse Corps Applicant*.

These guidelines are designed to use in a number of different formats to meet the needs of nurses around the globe. The page numbers to the right on this table of contents serve as a guide if printing this document and using as a hard copy document. Each of the page numbers is also hyperlinked to its corresponding section within the document for viewing electronically.

If you have downloaded this document and are viewing it in Microsoft Word, place your mouse over the page you would like to view, hold the control key and simultaneously press the left mouse button. To return to the table of contents without scrolling back to the top of the document use the hyperlink in the footer of this document or, ensure the web toolbar is open on your desktop (Go to “view” then “toolbars” then ensure the “web” button is checked) then click the blue “back” button (arrow pointing to the left). If you have opened this document directly from the web, you should be able to click on each of the page number links without using the control button function mentioned above.

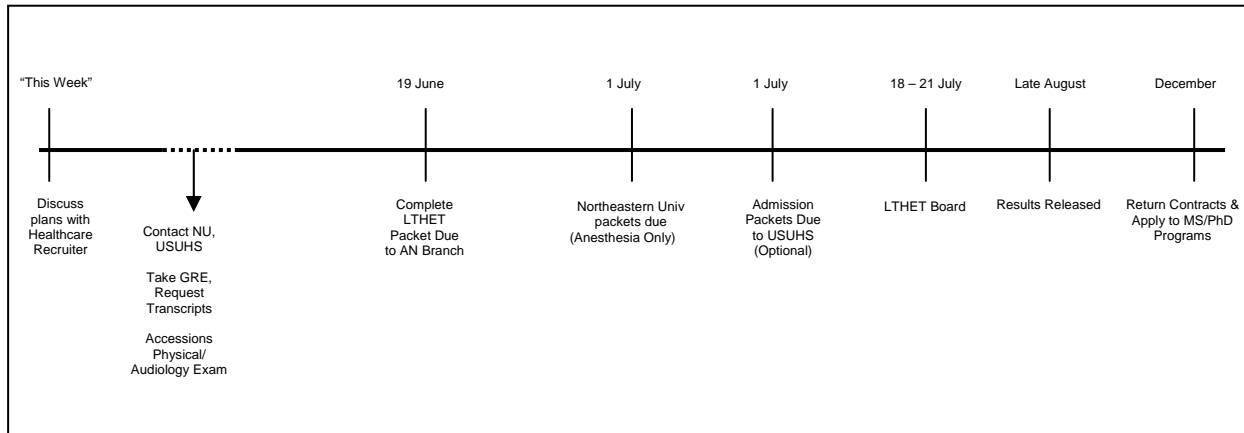
All forms were created in Microsoft Word with text boxes and tables to give you the option of filling in the information and printing directly from these guidelines or to cut and paste into another document as needed.

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Introduction

Congratulations on your plan to apply for long term health education and training. The application process is rigorous and time consuming; it is recommended you start early. Please read the application guidelines carefully as there are some significant changes from last year's guidelines. Use the following timeline as a guide as you complete the application process:



Points of Contact

Prospective applicants are not expected to complete the LTHET application process alone. Use the list of names and addresses below to seek assistance with the process.

Army Nurse Corps Branch Education Management Officer

LTC Kevin T. Galloway
kevin.galloway@us.army.mil

(703) 325-2398
(DSN): 221-2398
(DSN): 221-2392 Fax

MAILING ADDRESS:
Commander, Human Resources Command
ATTN: AHRC-OPH-AN (ATTN: Education Officer)
Room 9N47
200 Stovall Street
Alexandria, VA 22332-0417

Active Duty Nurse Programs Manager, USAREC

MAJ Carolyn Gales
CAROLYN.GALES@USAREC.ARMY.MIL

(502) 626-0364
(DSN): 536-0364

Northeastern University (NU)

Christine Long, Project Coordinator for the US Army Graduate Program in Anesthesia Nursing
Northeastern University
103 Robinson
360 Huntington Ave
Boston, MA 02115
(617) 373-3124 (Office)
c.long@neu.edu

Website: <http://bouve.dev.neu.edu/programs/usagpan.html>

(under construction)

Application: <http://www.northeastern.edu/neuhome/index.html> (under construction)

Uniformed Services of the Health Sciences Graduate School of Nursing

Ms. Terry Malavakis, Programs Team Leader (301) 295-1055

LTC(P) Bruce Schoneboom, Director, Nurse Anesthesia Program (301) 295-1180

Or

Lt Col Adrienne Hartgerink

(301) 295-1199

Website: <http://cim.usuhs.mil/gsn/>

The Graduate Programs in Anesthesia Nursing

There are two programs in Anesthesia Nursing: the U.S. Army Graduate Program in Anesthesia Nursing (the Army Program) located at Fort Sam Houston, Texas and the Uniformed Services University of the Health Sciences Graduate School of Nursing Nurse Anesthesia Program (the USUHS Program) in Bethesda, Maryland. All applicants must apply to the U.S. Army Graduate Program in Anesthesia Nursing (the Army Program) located at Fort Sam Houston, Texas. If desired, applicants may also apply to the USUHS program. If an applicant applies to both programs, they must rank order their preference in the statement of goals and objectives. The Army Nurse Corps will directly select candidates to the Army program or the USUHS program as deemed in the best interest of the AMEDD and the applicant.

a. U.S. ARMY GRADUATE PROGRAM IN ANESTHESIA NURSING.

1) The U.S. Army Graduate Program in Anesthesia Nursing is a fully accredited 30-month course leading to a Master of Science in Nursing (MSN) degree from the School of Nursing Northeastern University. The Army program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs. Graduates are eligible to take the national Certification Examination for Nurse Anesthetists (CENA).

2) Phase I of the program consists of 51 weeks of classroom instruction at the AMEDDC&S, Fort Sam Houston, Texas. Phase II is 73 weeks in duration and is conducted at select Army Medical Treatment Facilities (MTFs) affiliated with DOD, VA, and private sector hospitals. An MSN is awarded upon successful completion of Phase II and a research manuscript.

b. UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES (USUHS) NURSE ANESTHESIA PROGRAM.

1) The USUHS Program is a fully accredited 30-month course of study leading to a MSN degree. The USUHS Program is fully accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs. Graduates are eligible to take the CENA. The program is open to commissioned officers in the U.S. Army, U.S. Navy, U.S. Air Force, and U.S. Public Health Service.

2) Phase I of the program consists of 52 weeks of classroom instruction at the USUHS campus in Bethesda, Maryland. Phase II consists of 73 weeks of classroom instruction and clinical practice at DOD, Public Health Service, VA, and private sector hospitals throughout the United States. Army students are usually assigned to Walter Reed Army Medical Center, but may be assigned to any of the University's primary clinical training sites. A MSN degree is awarded upon successful completion of Phase II and a scholarly research project.

Additional Information for Applicants for the CRNA MSN Completion Option:

BSN-prepared CRNAs who do not possess master's degrees in anesthesia nursing may apply for a limited number of seats in the U.S. Army Graduate Program in Anesthesia Nursing. The applicant must complete the entire Program, Phase I and Phase II in order to be awarded the MSN degree. Documentation establishing the applicant as a Certified Registered Nurse Anesthetist (CRNA) must accompany the application to NU and AN Branch, Human Resources Command (HRC).

Eligibility and Admission Requirements.

There are a minimum of three (3) separate application packets that must be completed and then routed to their respective point of contact (POC). The fourth packet to USUHS is optional. The Direct Accession applicant and their Army Health Care Recruiter will jointly decide the division of labor for these application packets. The Army Health Care Recruiter is responsible for the U.S. Army Recruiting Command (USAREC) Appointment / Active Duty Accession packet that must be sent to U.S. Army Recruiting Command; however, the recruiter's responsibility extends to assisting the applicant as needed through the entire accession/application process.

Packet #1 - USAREC Appointment / Active Duty Accession packet. Your Army Health Care Recruiter will provide all the required guidance to you on the requirements for the USAREC Appointment / Active Duty Accession packet. The deadline for this packet is **16 April 2007**. Your Army Health Care Recruiter will provide information regarding eligibility for appointment and/or accession onto active duty.

Army Health Care Recruiters: Please forward a copy of the applicant's accession packet to the Army Nurse Corps Branch Education Manager once the candidate is approved for accession onto active duty.

Some key eligibility requirements for accessing onto active duty to complete long term health education and training in anesthesia nursing are:

- a. **Age.** To be eligible for appointment as an Army Nurse Corps officer you meet current maximum age restrictions. Please ask your Health Care Recruiter about any age restrictions. Applicants that currently hold an Army Nurse Corps Appointment (Army Reserve/ARNG) should also ask their Health Care Recruiter about any possible age or age-ingrade restrictions.
- b. **Grade.** USAR/ARNG field grade officers should discuss the process of obtaining a waiver for entry onto active duty with their healthcare recruiter early in the application process.
- c. **BSN from an accredited nursing program.** Applicants must have earned a BSN from an accredited nursing program recognized by the U.S. Secretary of Education and acceptable to the Department of the Army (DA). Programs that were accredited either by the National League of Nursing (NLN) or the Commission on Collegiate Nursing Education (CCNE) at the time of graduation are considered acceptable programs.
- d. **Current License.** Evidence of current, unrestricted licensure as a registered nurse is required with the application and prior to accessing.
- e. **Clinical Experience.**
 - 1) Applicants must demonstrate that they have had or will have at least one year of experience as a Registered Nurse in a critical care setting prior to the start of class, this includes emergency department and PACU experience. During that time, the applicant should have had an opportunity to: 1) develop as an independent decision maker, 2) demonstrate psychomotor

skills, and 3) display the ability to interpret and use advanced monitoring techniques based on a knowledge of physiological and pharmacological principles. Preference for this Critical Care requirement is within 12 months of application.

2) Critical Care experience is defined as: critically ill adult or pediatric clientele requiring continual 24-hour care in specialized care units designed for extended care (ICUs, Emergency Room Departments, and progressive PACUs). Furthermore, the clientele must require the use of invasive hemodynamic and respiratory monitoring. Highly-qualified applicants should have experience in selected critical care competencies including electrocardiograph monitoring; bedside dynamic dysrhythmia recognition; hemodynamic monitoring; and arterial blood gas interpretation. Advanced Cardiac Life Support Provider certification is highly encouraged but does not substitute for bedside clinical experience in critical care.

3) Direct accession applicants who are **not** applying as Critical Care Nurses (AOC/ASI 66H8A) will need a letter from their critical care supervisor attesting to the applicant's competency in the above described clinical skills or plan for attaining future competency within the next year. Additionally, applicants not applying for the 66H8A identifier must demonstrate evidence of competency in critical care skills by presenting a completed Pre-Enrollment Verification of Clinical Competencies checklist to the Army health Care Recruiter ([Appendix A](#)) before entry onto active duty.

f. Physical Examination.

1) All Direct Accession applicants will have a physical examination performed by the nearest Military Entrance Processing Station (MEPS). This medical exam will determine if the applicant is qualified for military appointment.

2) All applicants to the U.S. Army Graduate Program in Anesthesia Nursing must meet audiometric hearing H1 standards for enlistment/appointment as described in AR 40-501. Specifically, the audiometric hearing threshold level for each ear must be no more than 25 dB at 500, 1000, 2000 Hz with no individual level greater than 30 dB. Additionally, that at 4000 Hz the audiometric hearing threshold level must not be over 45 dB.

3) **Special Note:** Disqualification for the anesthesia program may result from hearing deficits. An applicant may be MEPS qualified for appointment, but the above mentioned condition can be a disqualifying criteria for the anesthesia program. AMEDD Health Care Recruiters will provide you with more information on this issue.

Packet #2 - NU Application.

- a. Contact NU directly for information on completing and submitting this application.

Deadline is 1 July 2007. This application form is obtained from and returned directly to NU.

The application can be downloaded from the NU web site at

<http://bouve.dev.neu.edu/programs/usagpan.html>.

- b. Northeastern University requires a nonrefundable application fee. You, the applicant, are responsible for paying this application fee; however, ask your Health Care Recruiter if assistance is available for paying this fee.

- c. School Acceptance.

1) Applicants for Anesthesia Nursing must obtain acceptance by either the Northeastern University or the Uniformed Services University of the Health Sciences (or both). **(Remember: All must apply to the Army program in San Antonio, Texas.)** The schools provide AN Branch with all applicants' acceptance status, so applicants are not required to submit additional documentation.

Packet #3 - Long Term Health Education and Training (LTHET), HRC Application

a. DA 3838, Application for Professional Training: The DA 3838 is an administrative document that is required of all Army officers requesting training in short and long courses. Do not forget to sign the form. Instructions for completing the form can be found at [Appendix B](#).

b. Army Nurse Corps LTHET Application: This form is designed to assist us in processing your LTHET packet. A copy of the form along with instructions for completing it can be found at [Appendix C](#).

c. Accessions Packet: Forward a copy of the applicant's accession packet documents once the candidate is approved for accession onto active duty.

d. Transcripts:

1) One complete set of official undergraduate and graduate transcripts from each college or university attended must be sent to (1) NU, (2) USUHS (optional), and (3) to your Health Care Recruiter for the USAREC Appointment/Active Duty Accession board.

2) Transcripts bearing former last names require a page inserted in the application listing all names used. Grade reports or letters from instructors must be included for courses in progress. All non-English transcripts must be translated prior to submission. A GPA of 3.0 or higher on a 4.0 scale is required.

3) Officers with a GPA of less than 3.0 may strengthen their applications by demonstrating success in taking recent graduate level courses.

e. GRE.

1) All applicants must submit an official GRE score taken within 5 years of the LTHET board. GRE dates that meet this criteria are 2002-2007 for the 2008 academic year. Please note that as of October 2003, the Educational Testing Service (ETS) replaced the analytical test and replaced it with an analytical writing section. ETS grades the analytical writing section on a scale of 0 (low) to 6 (high).

2) The minimum recommended GRE score for graduate studies in the anesthesia program is:

	Verbal	Quantitative	Analytical Writing	Analytical (old test)
CRNA	500	500	3.5	500

3) Have a copy of your GRE scores sent to Commander, HRC (Institution Code 5648, Nursing Code 0610). Additionally, have one copy sent to NU (Institution Code 3629). If you are applying to USUHS (optional), have one copy sent to USUHS (Institution Code 5824, Department Code 0610).

f. Audiometric Exam. Applicants must include documentation of a current audiometric exam with their application.

Packet #4 - The USUHS Application (optional).

- a. Refer to the guidance provided directly by USUHS for application guidance.

Application deadline is 1 July 2007. Program and application information can be found at <http://cim.usuhs.mil/gsn/>.

b. Any application to USUHS Graduate School of Nursing Program in Nurse Anesthesia must include a statement identifying the applicant as applying to the USUHS program under ANC sponsorship.

c. Prerequisite Courses. Applicants must show evidence of successful completion of undergraduate biochemistry or organic chemistry prior to the start of class. Organic chemistry is preferred by USUHS. Statistics is not a requirement for the Nurse Anesthesia Program at USUHS but is highly encouraged.

d. School Acceptance.

1) Applicants for Anesthesia Nursing must obtain acceptance by either Northeastern University or the Uniformed Services University of the Health Sciences (or both). The schools provide AN Branch with all applicants' acceptance status, so applicants are not required to submit additional documentation.

2) Provisional Admission. USUHS may grant a provisional admission status when the admission documents are incomplete. It is the applicant's responsibility to supply all required documentation and upgrade the provisional admission status to full.

Appendix A

Pre-Enrollment Verification of Clinical Competencies

TO BE COMPLETED BY THE INDIVIDUAL'S RN CLINICAL SUPERVISOR: The individual named below has demonstrated the knowledge and ability to perform the following nursing activities in the bedside care of critically ill patients and has performed each at least once in the preceding two years. The remainder of the competencies may be evaluated by either observation of direct patient care, return demonstration in a skills lab, or case study analysis.

NAME:	RANK:	AOC:	COMPO: USA ARNG USAR
ACTIVITY	INITIALS	DATE	
<i>CARDIOVASCULAR/HEMODYNAMIC:</i>			
1. Able to provide immediate and continual assessment and intervention to stabilize and manage patients with:			
a. Cardiogenic, hypovolemic and septic shock.			
b. Actual or potential life-threatening cardiac dysrhythmias (ventricular tachycardia, ventricular fibrillation, asystole, and complete heart block).			
2. Able to troubleshoot and manage the care of patients requiring the following devices/ interventions:			
a. Continuous EKG monitoring.			
b. Cardiac pacemaker (external, transvenous or permanent).			
c. Invasive arterial pressure monitoring.			
d. Central venous pressure monitoring.			
e. Pulmonary artery pressure monitoring and cardiac output determination.			
f. Fluid resuscitation			
3. Able to describe the indications, expected effects, side effects/adverse effects and demonstrate appropriate administration of the following:			
a. Inotropics (for example, Dopamine and Dobutamine).			
b. Vasodilators (for example, Nitroglycerine and Nitroprusside).			
c. Vasopressors (for example, Levophed or Neosynephrine).			
d. Antiarrhythmics (for example, Lidocaine or Procainamide).			
e. Advanced cardiac Life Support Drugs.			
SIGNATURE:		DATE:	

(Adapted from 8A Competency Checklist)

Appendix B

Instructions for Completing DA Form 3838, Application for Professional Training

To: Commander, Human Resources Command
AHRC-OPH-AN, Room 9N47
200 Stovall Street
Alexandria, VA 22332-0417

From: Commander
Use your local recruiter's address

- Block 1:** Check "Federal Facility" then "AMEDD"
- Block 2:** Check "Long Course" then "Degree"
- Block 3:** Last Name, First Name, Middle Initial
- Block 4:** Your current grade.
- Block 5:** Your primary AOC
- Block 6:** AN
- Block 7:** Your SSN
- Block 8:** Type Secret, Top Secret, etc. as applicable.
- Block 9:** Type in your local recruiter's address again (should be the same as the "From" block)
- Block 10:** Type your recruiter's Unit Identification Code (your recruiter will know this)
- Block 11:** List your current duty title
- Block 12:** List your office and home phone numbers
- Block 13:** Type Anesthesia Nursing
- Block 14:** Type LTHET
- Block 15:** Type "Fall 2007"
- Block 16:** Type December 2009
- Block 18:** Check Regular Army
- Block 19:** Check any/all appropriate blocks as applicable or check "None"
- Block 20:** Leave blank
- Block 21:** Leave blank
- Block 22:** Leave blank
- Block 23:** Leave blank
- Block 24:** Leave blank
- Block 25:** Leave blank
- Block 26:** Leave blank
- Block 27:** Leave blank
- Block 28:** Day, month, year
- Block 29:** List number of months active federal service if applicable (your healthcare recruiter can help you find this)
- Block 30:** List dates of active federal service
- Block 31:** Type AN
- Block 32:** Check applicable box
- Block 33:** List state of legal residence
- Block 34:** Leave blank
- Block 35:** Check No
- Block 36:** Check No
- Block 37:** Check No

Appendix B

Instructions for Completing DA Form 3838, Application for Professional Training

- Block 38:** Check No
- Block 39:** Check No
- Block 40:** Check No
- Block 41:** List school and address where you attained your BSN
- Block 42:** List BSN
- Block 43:** Type Nursing
- Block 44:** List date graduated from BSN program
- Block 45:** Leave blank
- Block 46:** Leave blank
- Block 47:** Leave blank
- Block 48:** Leave blank
- Block 49:** Leave blank
- Block 50:** Leave blank
- Block 51:** Leave blank
- Block 52:** Leave blank
- Block 53:** Leave blank
- Block 54:** Leave blank
- Block 55:** READ CAREFULLY: Check applicable boxes at bottom.
- Block 56:** READ CAREFULLY.
- Block 57:** Sign
- Block 58:** Your healthcare recruiter checks “I recommend approval” or “I do not recommend approval”
- Block 59:** Your healthcare recruiter dates
- Block 60:** Type in Name, Grade, Branch and Title of Healthcare Recruiter
- Block 61:** Healthcare Recruiter signs

Appendix C

Application for Long Term Health Education and Training

Name:

Last, First, Middle Initial

SSN:

1. Current Mailing Address:

Street

City

State

Zip

E-Mail Address:

Telephone Number:

2. Please indicate your program preference:

- ☐ U.S. Army Graduate Program in Anesthesia Nursing (Fort Sam Houston, TX)
☐ Uniformed Services University of the Health Sciences (Bethesda, MD)

3. List all colleges and universities attended (attach separate sheet if necessary). Ensure transcripts are on file at AN Branch for each school attended. Even if you only took one class at a university or college, official transcripts must be on file at AN Branch. AN Branch will not consider grades from universities listed on other transcripts.

Name of College/University	Degree Awarded	Official transcripts sent to AN Branch or included with LTHET packet?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Appendix C
Application for Long Term Health Education and Training

4. List all courses in progress or planned prior to school enrollment (use separate page if necessary):

Term	Year	Course Title	Name and Location of School

5. Indicate the date you took (or will take) the GRE and list scores if available:

Date	Verbal Score	Quantitative Score	Analytical or Writing Score